



## **SPECIAL STAFF, CHIEF**

### **Characteristics of Work**

This is administrative work in which the incumbent serves as the chief advisor in a large agency, department or institution regarding programmatic and administrative functions. Work involves establishing program parameters within broad general policy and assisting in the direction of bureaus or divisions. The incumbent plays a major role in formulating agency policy and can commit multi-unit resources to specific projects without prior approval. Frequent internal and external contacts are made to provide information and coordinate activities. Serves as agency director at the request of director or other authority (i.e., Board). Work is reviewed infrequently through conferences and reports by the executive director.

### **Examples of Work**

**Examples of work performed in this classification include, but are not limited to, the following:**

Provides technical assistance to the staff of the executive director.

Formulates and recommends policy and programs of work to the executive director.

Reviews and critiques, for the executive director, recommendations made by others.

Assigns projects to divisions within the agency; specifies and changes priorities; reviews and approves or rejects project work; defines scope of work and provides assistance when needed.

Counsels with the executive director, senior staff, and administrative or advisory boards as necessary in the promulgation and implementation of policy, plans, and procedures.

Assists and advises the executive director in all phases of the direction and supervision of the agency's activities.

Directs, through subordinates, fiscal accounting and budgeting activities.

Commits multi-unit resources to specific projects without prior approval.

Maintains effective public relations with federal and state agencies and the public, including interpretation and advocacy of agency policy.

Acts as agency director at executive director's request.

Performs related or similar duties as required or assigned.

### **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Provides technical assistance when necessary.
2. Establishes program parameters within broad general policy and assisting in the direction of bureaus or divisions.
3. Acts as advocate within agency and maintains contact with outside sources.
4. Directs fiscal accounting and budgeting activities within the agency.

#### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

#### **Experience/Educational Requirements:**

##### **Education:**

A Master's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Eight (8) years in the special experience defined below, six (6) years of which must have included line or functional administrative or advanced technical supervision;

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Nine (9) years in the special experience defined below, six (6) years of which must have included line or functional administrative or advanced technical supervision.

**Special Requirements**

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the agency in which the position exists. In those agencies where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the agency, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.